

Minutes Tempe Historical Museum Advisory Board December 6, 2012

Minutes of the Tempe Historical Museum Advisory Board recorded at 4:10 p.m. on December 6, 2012, within the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ.

(MEMBERS) Present: City Staff Present:

Bob McKinley, Chair Dr. Amy Douglass, Manager, Tempe History Museum

Shirley McKean

Dr. James Schoenwetter, Vice Chair

Jennifer Wagner

Guest(s) Present:

Anne Chandler

(MEMBERS) Absent:

Mary O'Grady Mark Hubble Angela Lopez

Meeting convened at 4:10 p.m. Bob McKinley, Tempe Historical Museum Advisory Board Chair, called the meeting to order.

Agenda Item 1: Consideration of the November 1, 2012, Meeting Minutes

 Bob McKinley, Tempe Historical Museum Advisory Board (Museum Board) Chair, presented the *November 1, 2012*, Museum Board *meeting minutes* to the Museum Board members for review and consideration.

MOTION: Jennifer Wagner moved to approve the November 1, 2012.

Museum Board meeting minutes document as presented.

SECOND: Shirley McKean seconded.

DECISION: November 1, 2012, Museum Board meeting minutes document

approved as presented.

Agenda Item 2: Communications Report

- Dr. Amy Douglass, Tempe History Museum Manager, reported that there was extensive television coverage at the Petersen House for the Danish Christmas Open House. Four channels filmed live broadcasts on the morning of Tuesday, December 4.
- Fox News taped a spot that will air the morning of Saturday, December 8 at about 7:00
- Dr. Douglass stated that she expects large crowds to attend the Open House this weekend.

Agenda Item 3: Four Disciplines of Execution Goal

- Dr. Douglass summarized the upcoming changes in the exhibit gallery:
 - Building our Community: Two displays are being installed this week in the large glass case in this area:
 - Cotton agriculture
 - Tempe's "Rough Riders" who served in the Spanish American War (Cuba) and the Philippine Insurrection during the 1880s.
 - Surviving in the Desert: New prehistoric artifacts from the Archaeological Research Institute at Arizona State University (ASU) will be installed in the large glass case at the front of the exhibit hall.

Agenda Item 4: Accreditation Process

- Dr. Douglass gave an update on progress on the four major documents that are required by the American Alliance for Museums (AAM) for accredited institutions.
 - Collections Management Policy: the Policy, Procedures and Accessions Committee met on Thursday, November 29. Jennifer will report on that.
 - Code of Ethics: Mary O'Grady and Dr. Douglass are reviewing documents from other institutions supplied by the AAM; they will set up a meeting to put together a basic outline of topics to be covered and will begin to flesh them out.
 - Strategic Plan: this will be a joint effort between staff and board; Dr. Douglass spoke with Paul Bentley, a facilitator that works for the Tempe Police Department. He is not available until April.
 - Disaster Preparedness and Emergency Response Plan: Dr. James Schoenwetter stated that he has done some internet research and located two documents. One document outlines the elements that are necessary for an effective museum disaster plan. A second document is an emergency plan from the Historical Museum of Fort Missoula. Dr. Schoenwetter recommended that this plan be used as a model. He pointed out that it is important to know the character of the artifact collections as well as the architecture of the building.
 - Chair Bob McKinley pointed out that it is necessary to first define what constitutes a disaster.
 - A discussion followed concerning several disaster scenarios and the types of information it is necessary to have in advance of such a disaster.

Agenda Item 5: Board Officer Elections

- Chair Robert McKinley reminded the board that new officers need to be elected for 2013.
- Dr. Douglass stated that Mark Hubble was willing to serve as Vice Chair; he gave his approval to be nominated in his absence.
- Shirley McKean expressed interest in serving as Chair.
- MOTION: Jennifer Wagner nominated Shirley McKean for Chair
- SECOND: Dr. James Schoenwetter seconded the nomination
- DECISION: Shirley McKean was approved as Chair of the Museum Board.
- MOTION: Shirley McKean nominated Mark Hubble for Vice Chair
- SECOND: Jennifer Wagner seconded the nomination.
- DECISION: Mark Hubble was approved as Vice Chair for the Museum Board.

Agenda Item 6A: Report - Public Programs Representative

- Shirley McKean, Public Programs Committee representative, reported that the Music on the Menu event held on November 17, 2012 was very successful.
 - Over \$400 was raised by the bake sale and many bakers contributed goods to sell. Two large containers were filled with donated food for Tempe agencies that help the homeless. Music was performed by Tempe's New School for the Arts and Academics Orchestra as well as the ASU Herberger String Quartet.
- Shirley McKean described the last Third Thursdays presentation by art professor Greg Esser. She pointed out that the next Third Thursdays program will be on January 17 and will feature Christine Wilkinson who will be speaking on "The New American University: Investing in Solutions and Future Leaders."
- She briefly outlined the upcoming holiday events.

Agenda Item 6B: Report - Policy, Procedures and Accessions

- Jennifer Wagner, representative on the Policy, Procedures and Accessions Committee (P. P.A.), presented the Museum Board members with a report for November, 2012.
- At the November 29 meeting, the committee launched the revision of the Collections Policy. It was decided to edit the current policy for clarity, to update responsibilities based on current staffing, and to place procedures that are currently comingled with the policy into a separate document. The revised version will be presented to the Museum Board for approval.
- One new Provisional Deposit of the Lakes Women's Club scrapbooks was received.
- New acquisitions included Hayden Flour Mill artifacts, photographs of Tempe houses of worship by Dick George, a photo album from the Tempe National Bank and Dr. Gregg's lecture cards, among others.
- One new loan from the Arizona Historical Society in Tucson of a Krab carbine rifle and cartridge belt is on display in the Rough Rider exhibit.

Agenda Item 6C: Report - Tempe Historic Preservation Commission

There was no report.

Agenda Item 6D: Report - Tempe Historical Society

- Anne Chandler, representative to the Tempe Historical Society Board (Society Board), presented a report.
- This Sunday, December 9 is the reception for the Larry Campbell Tree of Lights at 3:00 pm in the museum; anyone interested can still purchase a light or ornament for the tree.
- The next lunch talk on Wednesday, January 9, 2013 will feature "Outrageous Arizonans and the Outrageous Things Arizonans Said and Did" presented by Bob Boze Bell.
- The Tempe Historical Society newsletter for fall 2012 is now in print.
- The newly formed ad hoc Marketing Committee will be addressing the newsletter, membership brochures, the web site and membership recruitment. The Committee has been allocated \$7,500 for a marketing package by the Society Board.

Agenda Item 6E: Report - Oral History Program

- Bob McKinley, Museum Board Chair and Oral History Program representative, reported that Susan Jensen, Oral History Program Volunteer, has completed 50 transcriptions totaling 1,003 pages since March, 2011.
- Volunteer Dr. Lynn Wright also is doing transcriptions.
- New oral history interviews are being cataloged by volunteer Jen Sweeny. Once she is caught up with the cataloging, she will shift her attention to scanning transcriptions and logs into PDF format so that they can be made available on the museum's web site.
- Curator of History Jared Smith is working on a booklet about the history of African
 Americans in Tempe. It is drawing heavily on a body of oral histories that were done with
 members of this community.
- The Oral History Committee met on Wednesday, December 5 at 3:30 pm. Susan Jensen met with the committee and provided her perspective on transcriptions and how this can assist with conducting oral history interviews.
- Bob McKinley further reported that a second interview with Dr. John Gilliland, longtime Tempe physician, will be scheduled. There also will be a follow-up interview with Dick Bryce.
- There are no new nominations to report.
- The next meeting of the Oral History Committee is scheduled for Wednesday, February 6, 2013.

Agenda Item 7 - Board Member Announcements

• There were no announcements.

Agenda Item 8 - Future Agenda Items

• Mark Vinson, City of Tempe Architect will speak to the board at the February 5, 2013 meeting concerning current city historic preservation projects.

The next meeting of the Tempe Historical Museum Advisory Board is scheduled to take place at 4 p.m. on January 8, 2013 in the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ, 85282.

Meeting adjourned at 5:00 p.m.

Prepared by: Dr. Amy Douglass, Tempe History Museum Manager
Bob McKinley, Chair Fempe Historical Museum Advisory Board